

A close-up photograph of autumn leaves in various colors including red, orange, and yellow. Several water droplets are visible on the surfaces of the leaves, particularly on the red and yellow ones. The leaves are scattered on a dark, moist ground.

Chapter (6)

Using Illustrations

ILLUSTRATIONS

BOOK PAGE (225)

AN ILLUSTRATION

Is a graphic or an image that conveys information
or a message



There are basically three categories of illustrations used in technical documents

Photographs from digital recordings or silver-halide film

- Line art such as graphs, charts, or drawings

Tables with numbers or words organized by row and column



Role of Illustrations in a document

illustrations can attract attention, aid retention, enhance understanding, or create context

- Illustrations usually make a document more interesting.
- They help clarify content by reducing words
- Enhancing the transfer, presentation, and interpretation of information.
- They help the author meet his or her objective, whatever it may be.

When should I use an illustration?

Illustrations should be considered in every technical document to **clarify points, help interpret information, and make the document more interesting and easy to read.** In other words, try to use them **effectively** in all technical documents



Reasons for Using Illustrations

Interest

**Clarification
/Simplification**

Concision

**Speeding up
Communication**

**Easier
Interpretation of
Information**



Interest



- Illustrations **increase interest and readability** by giving readers a visual break.
- An uninterrupted page of words can be **boring**.
- Most people **prefer** a document with some photos, graphs, or other illustrations.
- An author can use illustrations to increase **visual appeal**.

Clarification/Simplification

The classic use of an illustration is to **clarify the assembly** of a device or appliance.

Numerical data and calculations also **can be simplified** by the use of tables or graphs.

Directions of any sort can usually benefit from an illustration.

In a similar way, **tables** can be used to include a very large amount of information, numerical or verbal, in a technical document.



Concision

"A picture is worth a thousand words"

Illustrations help make a document more **concise**. This is always **desirable**. The following description has 150 words, and you probably still cannot visualize what the house looks like.(page 228)



© Can Stock Photo - csp8353991

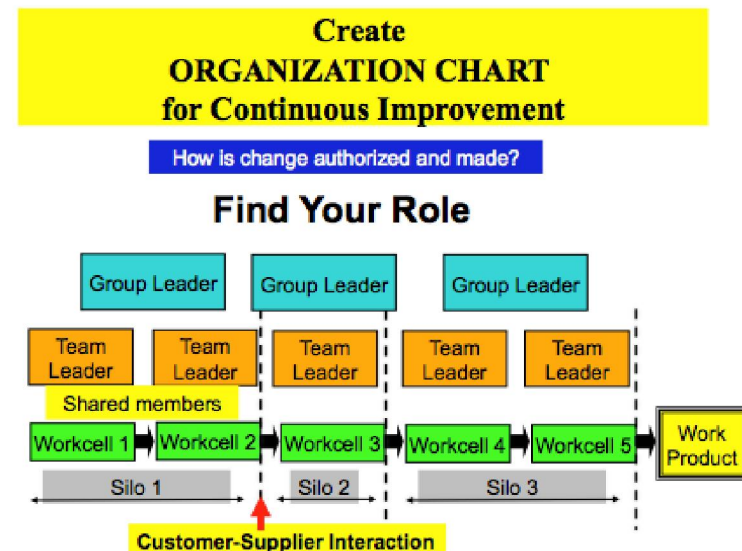
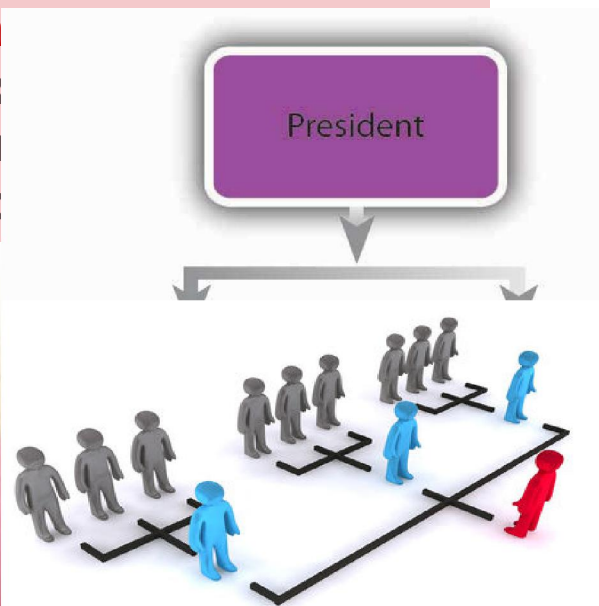


Speeding up Communication

Illustrations speed up the communication process by condensing information into a more useful form.

In fact, a well-designed illustration can communicate content without any words

An orga
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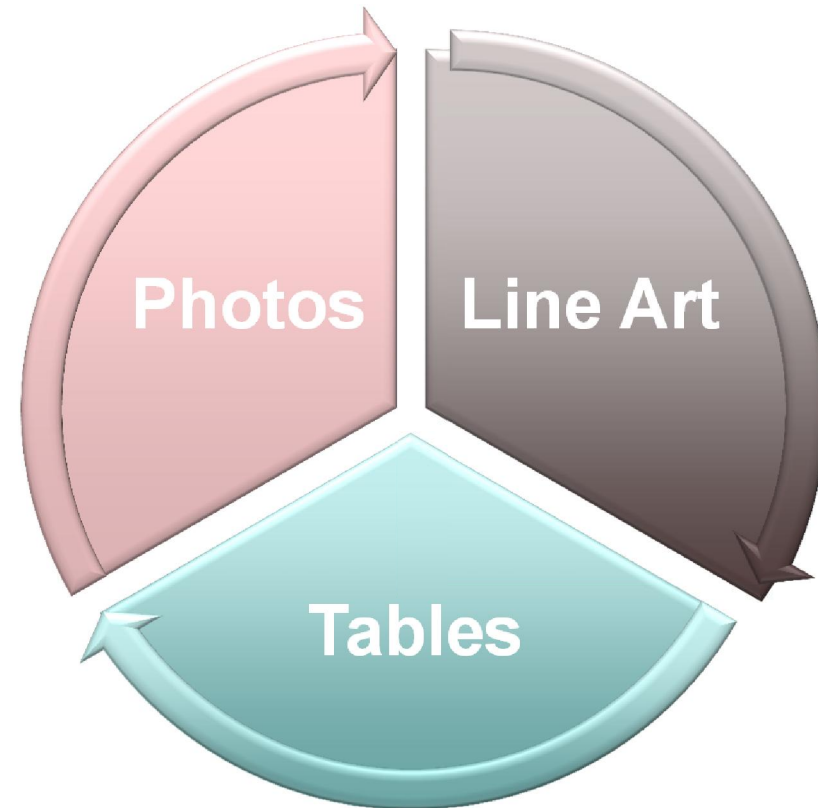
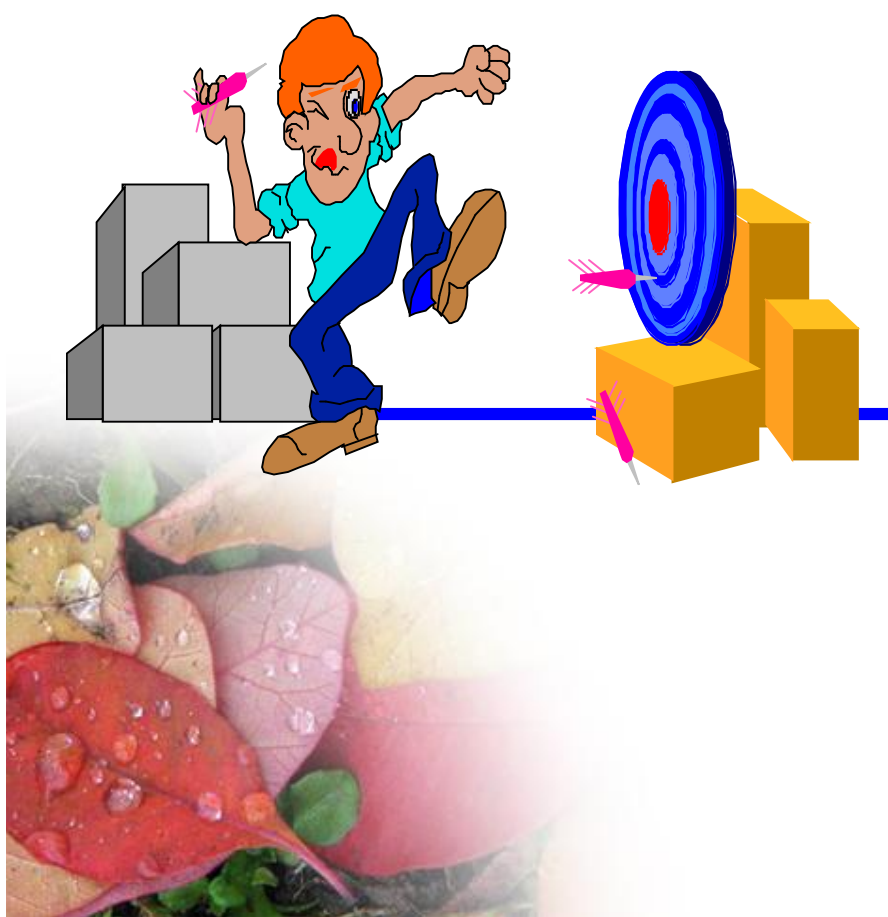


Easier Interpretation of Information

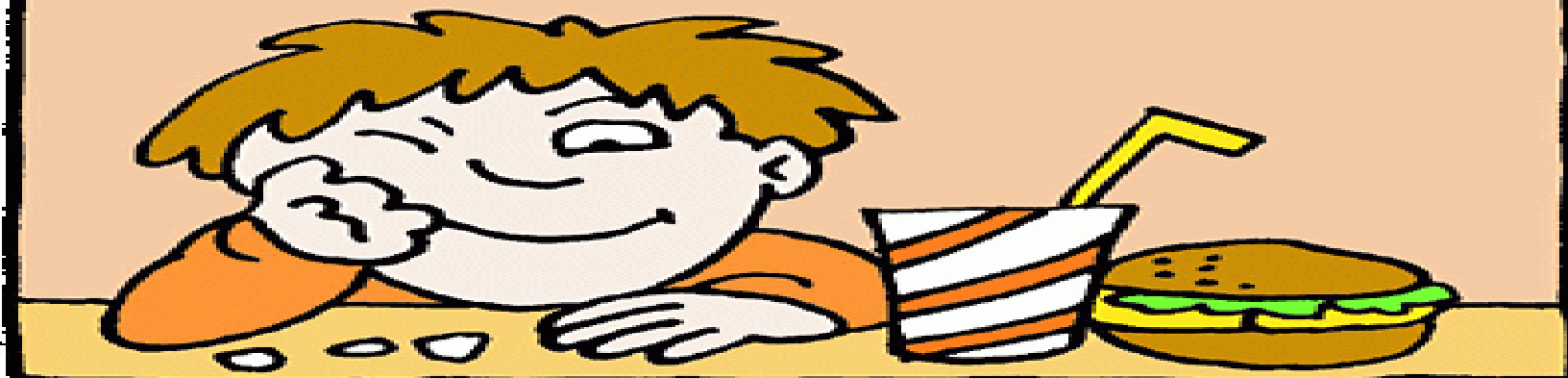
- Graphs, charts, and tables are often indispensable when large amounts of information are presented.
- Well-designed tables or graphs can communicate information on one page that may otherwise require ten pages of words and/or numbers.
- A well-designed illustration also gives a visual structure that allows scanning and comparison of numerical or verbal content
- However, **tables can be boring**, as in the case of logarithm tables or the phone book. Sometimes **graphs and charts**, which can be formatted in various ways, are more effective.
- The reader must compare data in a table. **Graphs and charts can show comparisons or trends** (Fig. 6.2 page 233), which definitely helps the reader. They catch reader interest, and they can be very effective in persuading the reader to your point of view.
- They catch **reader interest**, and they can be very effective in persuading the reader to your point of view

How to Prepare Effective Illustrations

The three basic categories of illustrations are



FOOLS ARE NOT USUALLY
INTERESTED IN LEARNING
ANYTHING MUCH



SORRY...
THERE ISN'T
ENOUGH FUEL
TO GET
YOU HOME...

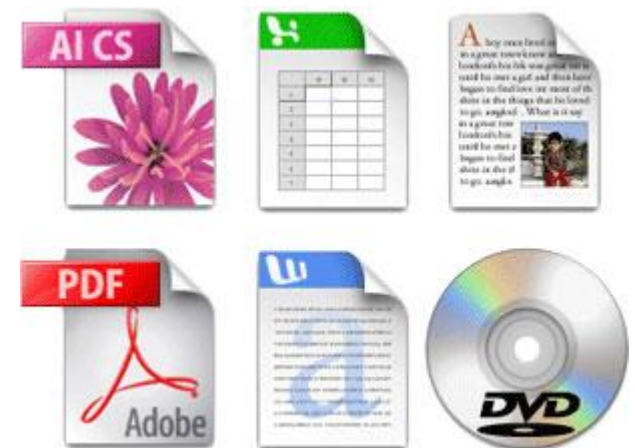


ASTRONAUTS
CAN'T CRY
IN SPACE

1-Photographs

You only have two choices of media for capturing images as photographs: **silver-halide film or digital files**. Both can be either **black-and-white or in color**. The choice between digital image files and film often depends on the **availability of equipment**.

Electronic images can also be produced from the **scanning of photographs** that are developed from film. This allows electronic manipulation like a digital photo.

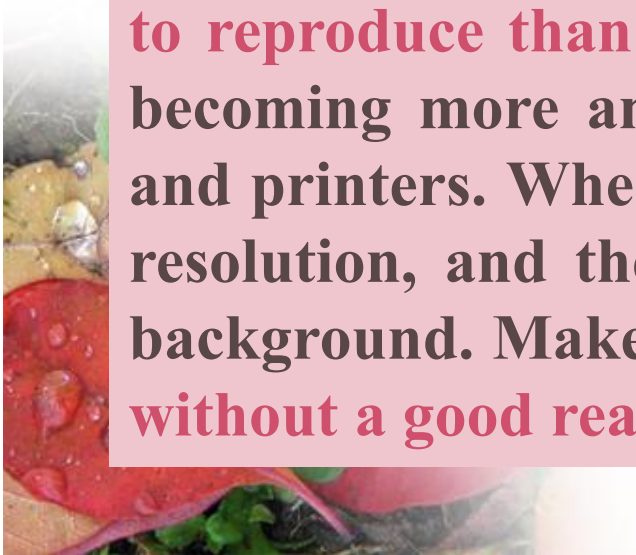


1-Photographs

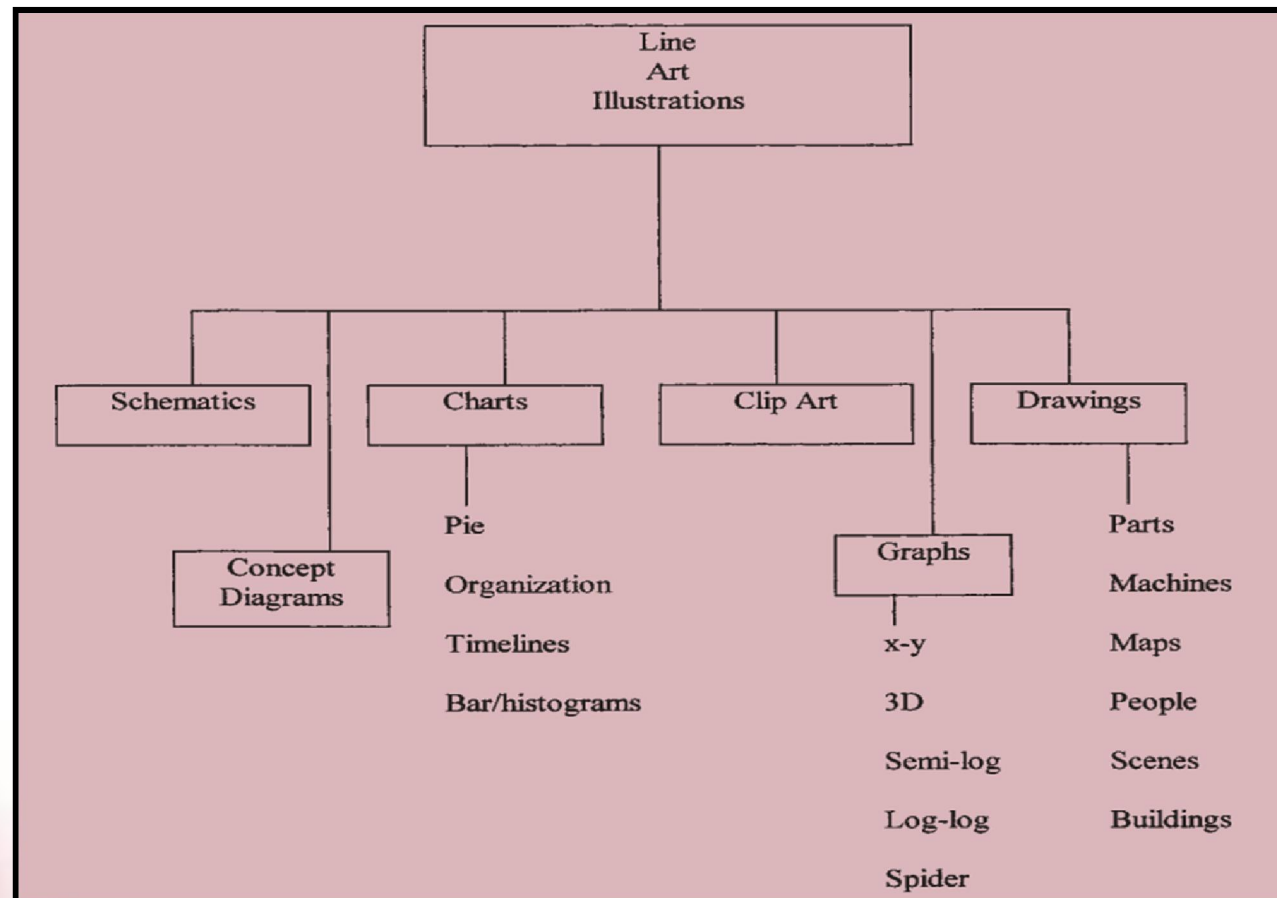
RULES

Only use color in illustrations when color adds value.
Only scan photographs from continuous-tone prints

Photos should be used when it is very difficult to describe something in words or schematics. They are often more costly to reproduce than tables or line art, but electronic photos are becoming more and more convenient for authors, publishers, and printers. When photos are necessary, decide on the needed resolution, and then take the photo with proper lighting and background. Make a point with the photo, and do not use color without a good reason



2-Line Art (Graphs, Charts, Schematics)



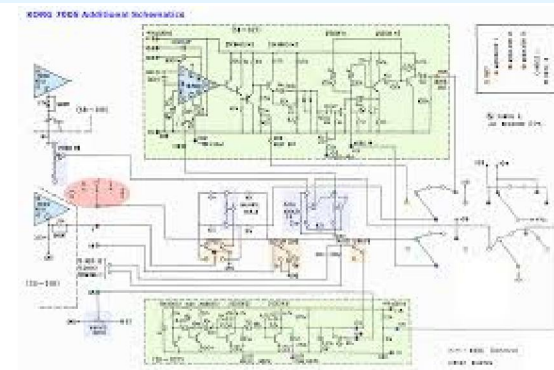
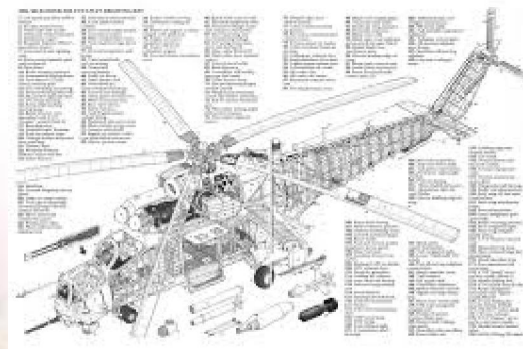
2-1 Schematics

Are simplified sketches of a process or object

It is easier to see what is happening in a schematic than if a photo was taken of the device.

The extraneous items have been removed. This is how object/machine schematics should be made.

They can be made with computer drawing programs, some word-processing software, or by hand.

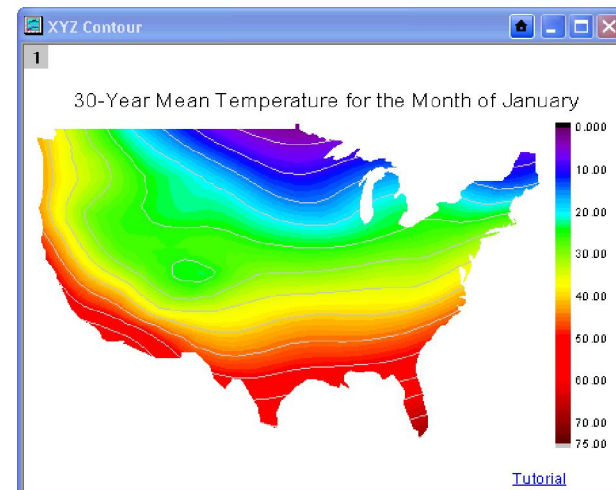
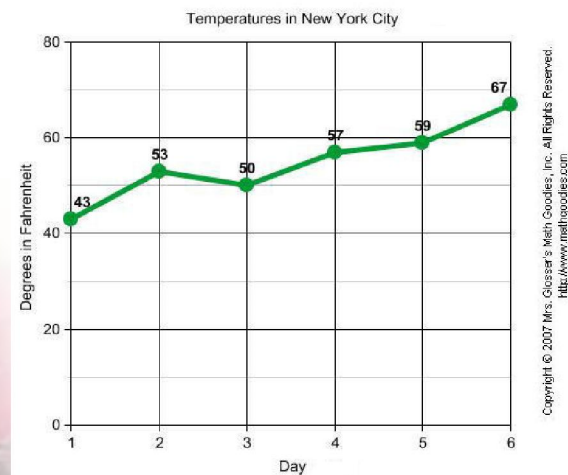


2-2 Charts

Line-art illustrations also include charts, which are visual presentations of numerical or verbal information

These are a type of informal line art that has become prevalent with computer spreadsheet software and tabular data

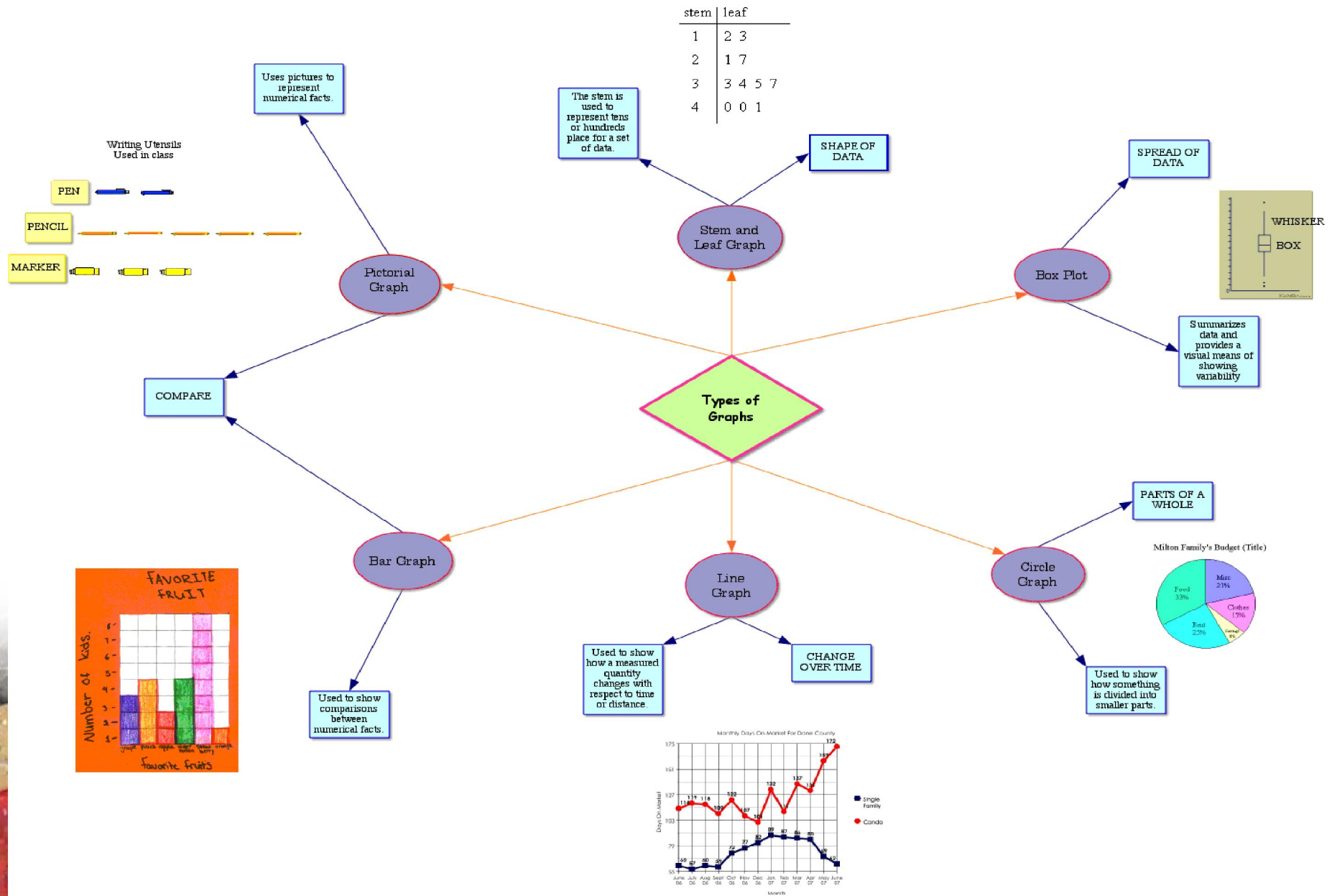
Charts are usually applied to business or general information. In contrast, graphs are used to present trends and scientific information. Their use, however, can overlap.



Quiz

Mention Stages of Report Writing.

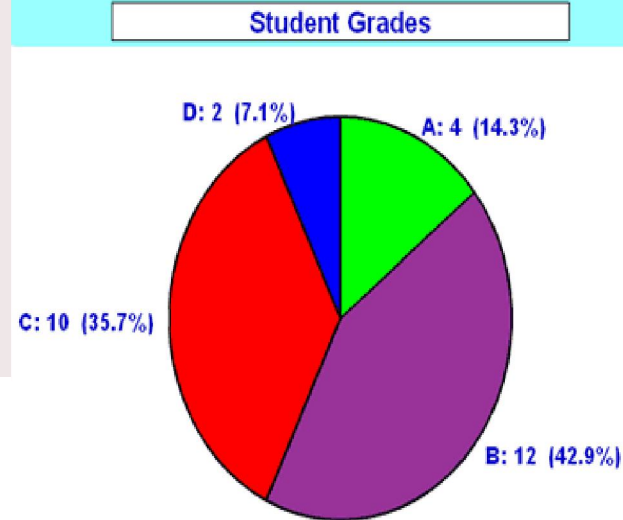
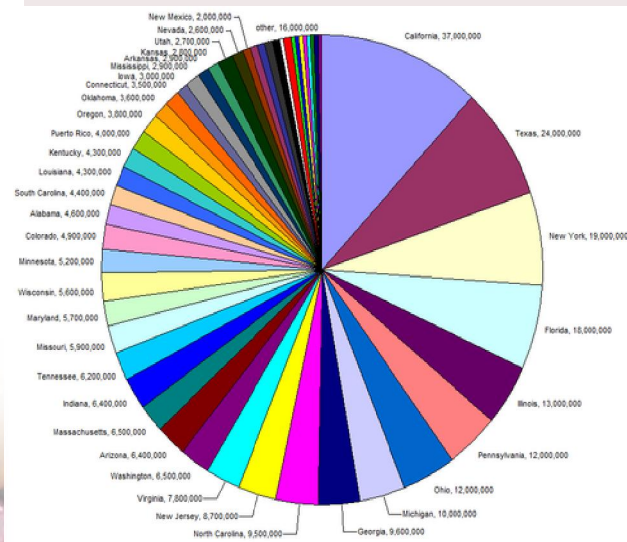
Define the rough draft first and second version



Types of Charts

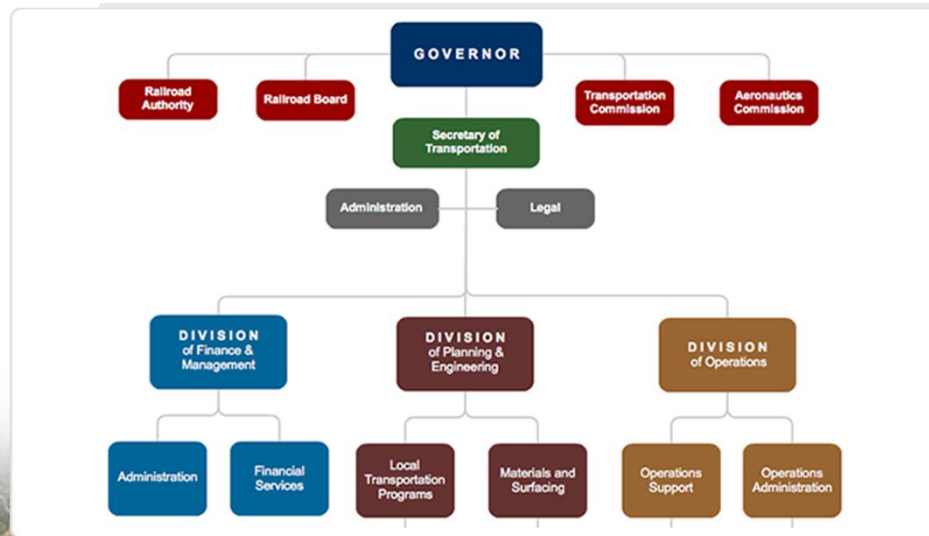
2-1-1 Pie Chart

Are a classic way to show the relative portions of a whole



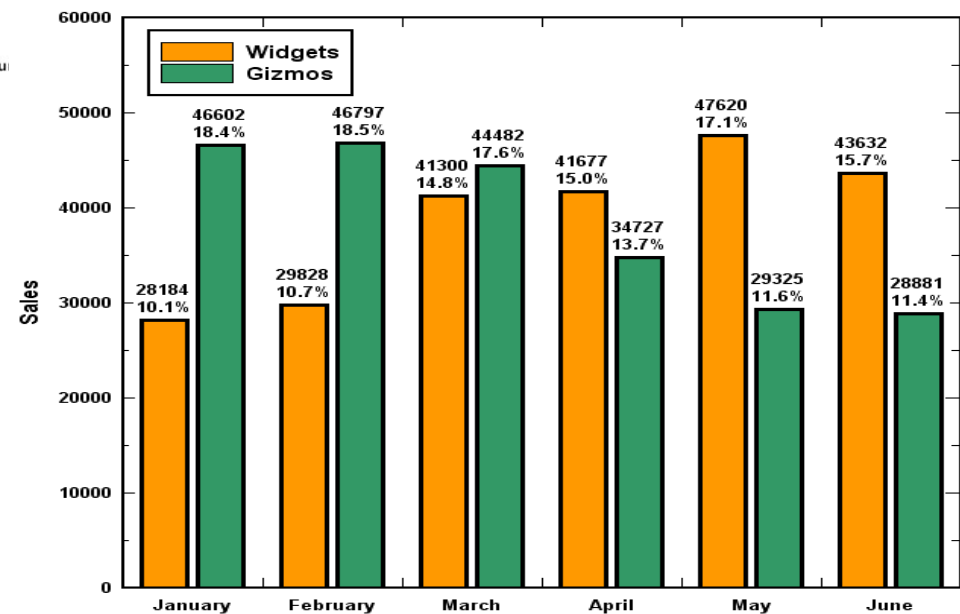
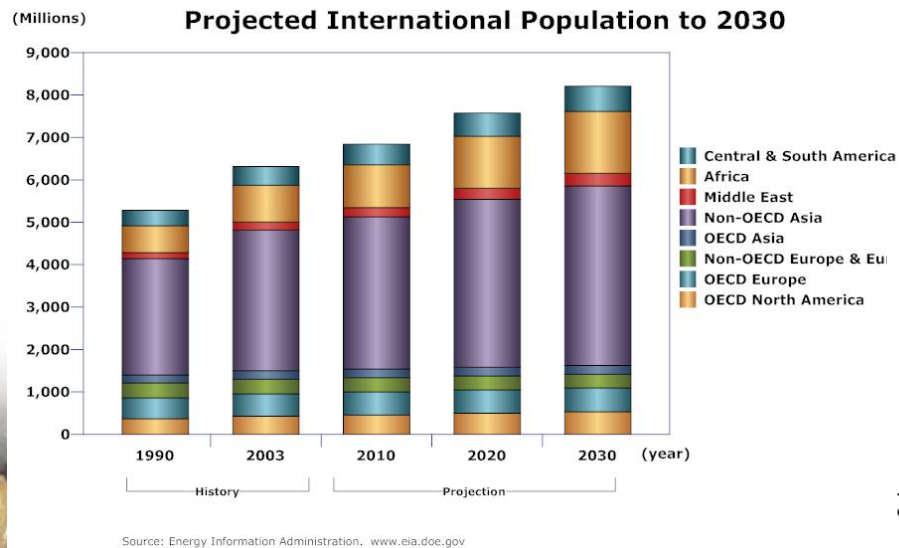
2-2-2 Organization charts

are extremely helpful in technical communications for showing department personnel or functions. They are also extremely helpful to authors in developing document distribution lists



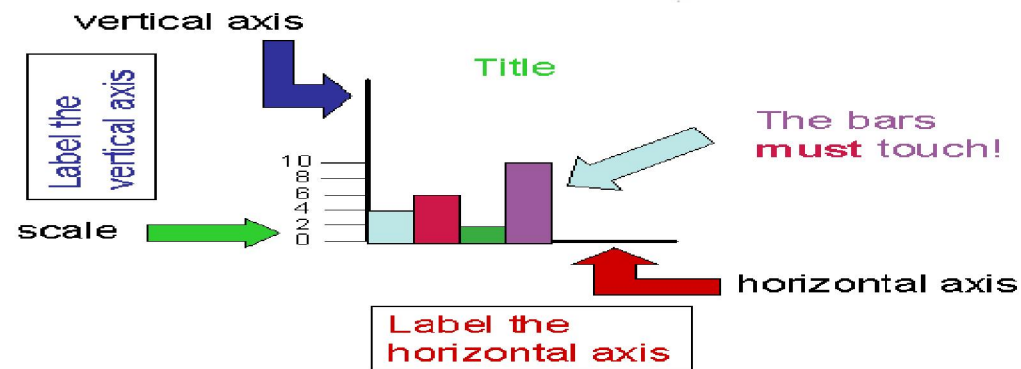
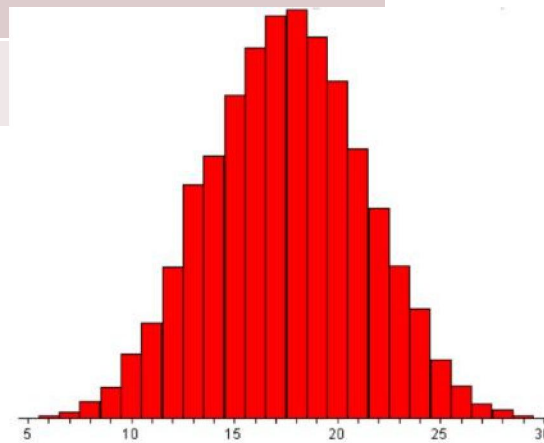
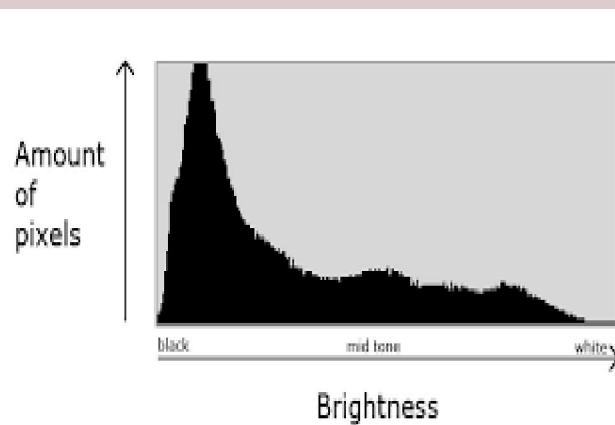
2-2-4 Bar charts

are well suited to illustrate relative properties of a number of items. They are interpreted easily by readers, but there are precautions to keep in mind in their use.



2-2-5 Histograms

are very useful forms of bar charts that show the distribution of a large amount of data.



2-2 Clip art

Is available on most personal computers and is intended to add interest to a document.

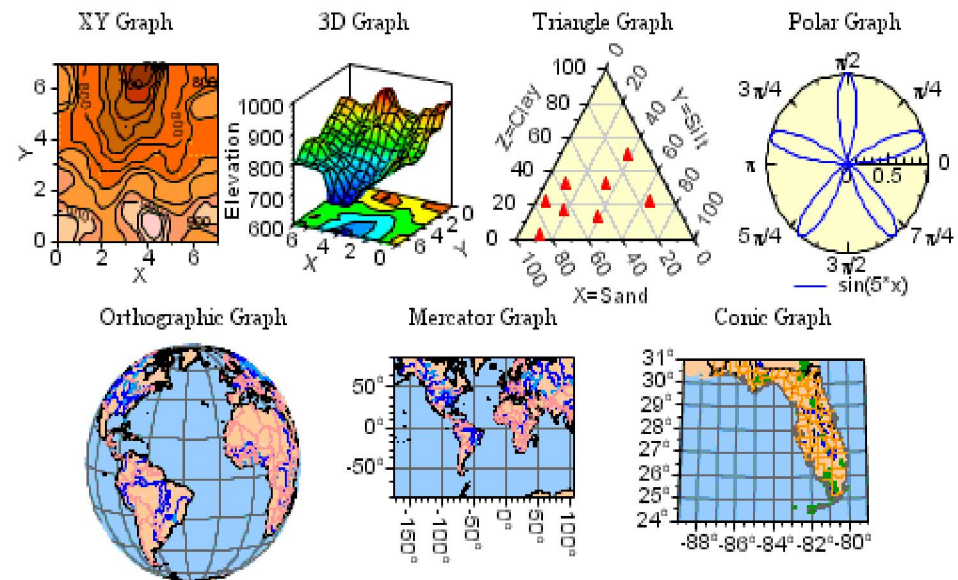
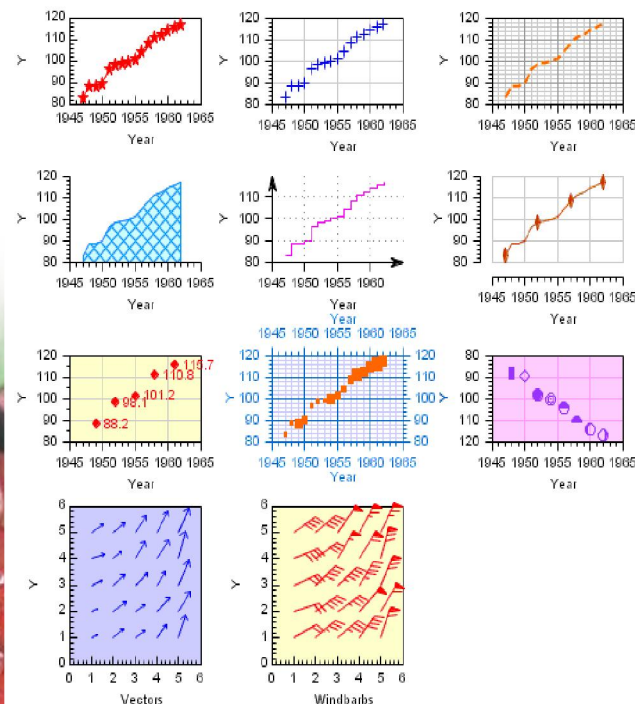
it is **recommended that you not use** clip art in technical documents for decoration



Source: Open Clip Art Library :: opencart.org

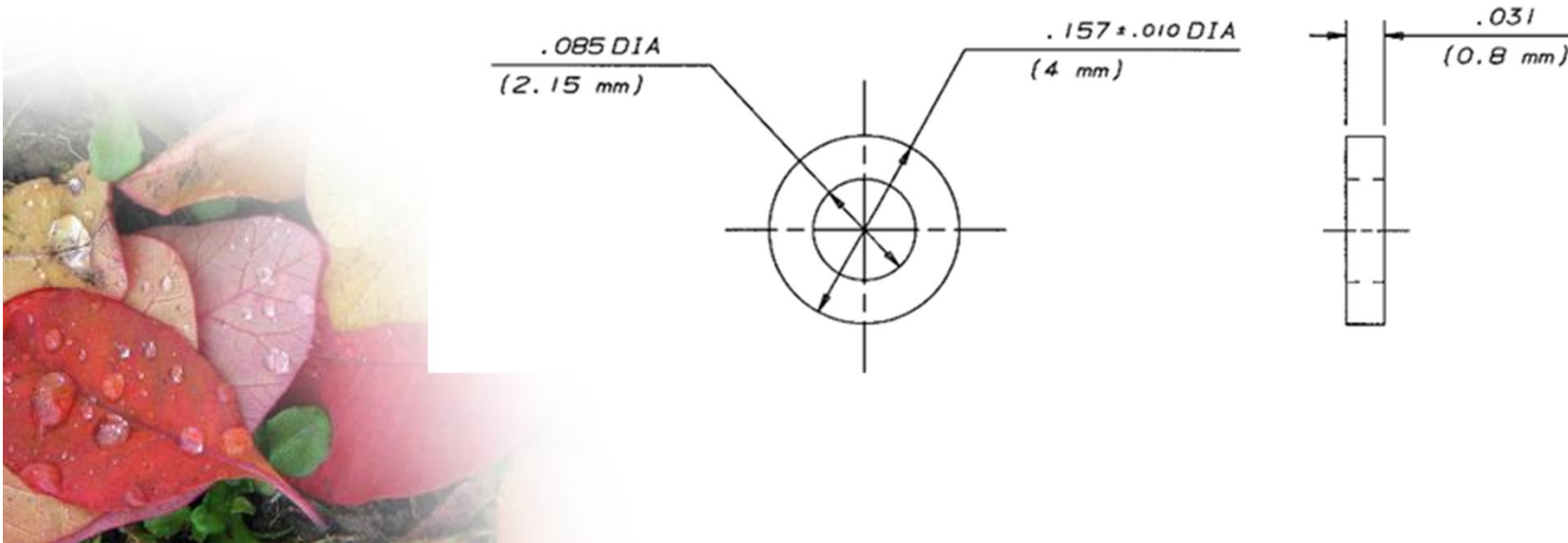
2-3 Graphs

Are an indispensable part of many technical documents. They interpret data and serve as the basis for models and theories



2-4 Drawings

- Engineering drawings are the last type of line art given in .Engineering drawings are often included in edited form in technical documents
- Scenes and buildings are typical illustrations in architectural documents.



Captions for Illustrations

- Everyone has a different style regarding figure captions and table titles.
- Sometimes captions are placed above a chart or graph, or they may be placed below the graph.
- Generally captions are placed below figures, while table titles are placed on the top. This is a matter of style and convenience.
- The contents must explain what is shown in the figure, and the caption must give readers all pertinent facts to interpret it.
- Figure captions must cite the source of the data and give any attribution.

Referring to Illustrations

- Use the term "**figure**" to refer to any graphic, photo, or piece of artwork.
- Use the term "**table**" to refer to any type of tabular format that can be typeset or presented with spreadsheet or tabular programs.
- **Number the figures and tables in sequence** with their mentioning in text.
- Put the figure or table number preceding the caption or title (**Figure 1, 2, 3, and Table 1, 2, 3, etc.**).
- Make it **clear in the text** why you are showing an illustration.
- **Horizontal and vertical axes** should be identified by parallel lettering followed by the units

Report

- **State five requirements of a good graph.**
- **Draw the organization chart for the organization where you are currently employed or at your last place of employment.**
- **Describe the difference between line art illustrations.**



Questions and Comments

